



COMMON PLEAS COURT

GENERAL DIVISION

Richard E. Berens, Administrative Judge
David A. Trimmer, Judge

Dear Juror:

Greetings and welcome. You have been called upon to serve as a juror in the Fairfield County Common Pleas Court, General Division and to lend your good judgment to this important service.

Your reporting dates and your juror number are indicated on the enclosed jury summons. You will be expected to report at 9:00 a.m. to the second floor in the Hall of Justice, 224 East Main Street, Lancaster, Ohio 43130. You must bring a valid driver's license or a photo ID with you when reporting.

Starting with your first reporting date, you are required to be available to serve as a juror for a period of three weeks. If you are seated on a jury panel, you will be required to appear for jury duty that day and each day thereafter that the Court is in session, until the trial is concluded. The length of each trial varies from two days to several weeks. Trials typically begin at 9:00 a.m. and end at 5:00 p.m. You will receive \$30.00 for each day you report to the Court.

Please return the enclosed questionnaire within (7) days in the envelope provided. Your questionnaire will be reviewed by the Jury Manager, the Court, and trial attorneys. If you need to postpone your dates of service or otherwise be excused from jury service, please complete the Juror Excuse Request on the back of this letter and remit both the request and your completed questionnaire to the Court in the envelope provided. **NOTE:** The Court will not consider your Juror Excuse Request if it is not supported by additional documentation as set forth on the request form on the back of this letter. You will be expected to report for jury service unless you have been formally excused by the Jury Manager.

NOTE: Your Summons to appear as a juror is a Court Order and any failure to comply with the Order can result in the imposition of sanctions provided under Ohio law, including the assessment of a fine

Additional information about jury service can be found on the Court's website at <https://www.co.fairfield.oh.us/Commonpleas/>

If you have further questions, please contact
Kelly Starkey, Jury Manager
Phone: (740) 652-7433 or (614) 322-5275
Fax: (740) 681-4724
kelly.starkey@fairfieldcountyohio.gov

TO CONFIRM YOUR JURY SERVICE DATES:

1. Call (740) 652-7433 or (614) 322-5275 any time after 4:30 p.m. every Monday of your three-week term of service. If Monday is a holiday, the jury message can be accessed any time after 4:30 p.m. on the previous Friday.
2. Press #1 to access the recorded message, which will be available until 8:00 a.m. the next morning. The message will either:
 - Indicate your juror # has been selected and the time and date that you are to appear for jury service; or
 - Indicate that you do not need to report for the week.

JUROR EXCUSE REQUEST FORM

Please do not request to be excused from jury service for reasons other than those outlined below.

NAME _____ **JUROR #** _____

1. I request to be excused from jury service because:

___ I no longer reside in Fairfield County. My new address is:

___ I am physically and/or mentally unable to serve. (**MUST** attach detailed explanation and/or an excuse signed by your doctor)

___ A spouse or close relative of mine has recently passed away or suffers from a dangerous illness. (**MUST** attach detailed explanation)

___ I am a member of a cloistered religious organization. (**MUST** attach detailed explanation)

___ I have served on a jury within the previous 12 months. Dates served: _____

___ I am a student currently attending college. (**MUST** attach proof of registration/class schedule)

___ I am seventy-five years of age or older. Date of birth: _____

2. I am asking that the dates of my jury service to be **deferred** until a later date because:

___ Pre-planned vacation. (**MUST** attach proof of travel arrangements/commitments)

___ Work conflict/hardship (**MUST** attach detailed explanation)

SIGNATURE _____ **DATE** _____

Remit this portion if seeking exemption or deferral

Keep this portion for your records

If you are seeking exemption or deferral, please complete and return the above Juror Excuse Request along with any necessary supporting documentation and your completed questionnaire to the Court in the envelope provided.

Please **keep** the bottom portion of this paper for your records as the other side contains important information about how to confirm your service dates and how to contact the Jury Manager should you have further questions.